

**BY ORDER OF THE COMMANDER
434TH AIR REFUELING WING**

**434 AIR REFUELING WING
INSTRUCTION 36-101**



6 JULY 2026

Personnel

**ALTERNATIVE WORK SCHEDULE
PLAN**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-1, *Appropriated Funds Civilian Management and Administration*. It provides guidance and procedures establishes local procedures and responsibilities for providing information, definitions, and instructions essential to implementation of the Flexible Work Schedule at Grissom Air Reserve Base (ARB). It applies to all civilian personnel and uniformed members of the 434th Air Refueling Wing (ARW) and subordinate groups. This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 5 United States Code (U.S.C.) 6122, *Flexible Schedules: Agencies Authorized to Use*. The applicable System of Record Notice(s) (SORN) F065 AF, *Time and Attendance Feeder Records* (68 FR 59167) is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended at any level. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*, Table A10.1 for a description of the authorities associated with the Tier numbers. Submit requests

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Chapter 1

PROGRAM OVERVIEW

1.1. Overview. Alternative Work Schedules (AWS), represent an alternative to traditional work schedules. There are four types of AWS programs approved at Grissom Air Reserve Base (GARB); two are Flexible Work Schedules (FWS) and two are Compressed Work Schedules (CWS). The two types of flexible schedules approved for use are Gliding and Maxiflex and the two types of compressed schedules are 5/4/9 and 4/10's. 434 ARW employees are afforded the opportunity to work, consistent with mission requirements, a compressed or flexible schedule. If an employee does not wish to voluntarily participate in these AWS options, he/she will be on a fixed default schedule of 0730 to 1630 hours with lunch from 1130 to 1230 hours. **Exception:** Employees on shift in security forces, fire department, air traffic, weather, airfield management, and the command post have their own negotiated work schedules. These employees are required to follow the basic work schedule concepts in this instruction (as applicable).

1.2. The Organizational Unit. Remains open for business five (5) calendar days (Monday through Friday) each work week, excluding federal holidays. Individual section supervisors are responsible for maintaining and documenting work schedules to ensure service as required through the work week.

1.2.1. If working day shifts, the schedule will not end prior to 1500 hours; if working second shift, the schedule will not extend past 2400 hours (N/A Maxiflex). No day shift will start earlier than 0600 hours without the written permission of the Group Commander, documenting the workload need for night shift differential (N/A Maxiflex).

1.2.2. An employee's regularly scheduled administrative work week must correspond with the employee's actual work requirement. Management has the right to vary tours of duty and to change an employee's scheduled hours of duty in order to meet mission essential requirements and will give the maximum notice possible to affected employees. FWS or CWS participants on temporary duty (TDY) and/or attending training will work the hours that coincide with the duty hours at the temporary duty or training location, as applicable.

1.3. Lunch Period. Employees, to include students, will be scheduled a minimum 30-minute duty free lunch when scheduled six or more hours of work unless they are authorized a 20-minute on the job lunch period. This includes work on an unscheduled workday for credit hours, compensatory time or overtime. The exception is those employees on Maxiflex are not required to observe a lunch period on workdays with fewer than six hours. Lunch periods must be entered on the timecard even during periods of leave in order to document the entire duty day. When flying, aircrew members must follow current HQ AFRC lunch schedule guidance in AFRCMAN 36-104, *Air Reserve Technician Time and Attendance*.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Group Commanders Will: Ensure the AWS program is applied fairly and equitably by supervisors in their organizations.

2.2. Supervisors Will:

2.2.1. Provide employees as much flexibility as the individual work center mission allows in approving work schedule requests and provide all offered work schedule options, where feasible.

2.2.2. Ensure that employees have access to a copy of this regulation.

2.2.3. Ensure internal timecard audits are accomplished in accordance with AFRCMAN 36-104.

2.2.4. Protect employee(s) privacy relative to work schedule issues and timecards.

2.2.5. Reschedule the employee's administrative workweek to correspond with the specific days and hours the employee is expected to work. Notify the employee of the change, initiate a work schedule change, and document the employee's timecard as applicable. For night shift wage system employees, who are entitled to night differential, do not input the change into DCPS if employee is only temporarily being placed on day shift. For this purpose, temporary is defined as two weeks or less. All changes from day shift to night shift will be input into DCPS.

2.3. Employees Will:

2.3.1. Choose a work schedule which will allow them to meet mission needs. This schedule will remain in effect until the next "open season". Employees will not be allowed to change work schedules outside of "open season" unless there is a mission need or bona fide personnel hardship.

2.3.2. Ensure the accuracy and legitimacy of all submitted work schedule forms and timecard documents by certifying, as appropriate.

2.3.3. Ensure that an appropriate leave category covers all periods of military duty to avoid dual compensation or inappropriate leave errors IAW AFRCMAN 36-104.

2.3.4. Ensure a work schedule change is prepared when the tour of duty and/or duty hours need to be changed due to TDY or training. The work schedule change is normally submitted to the supervisor for approval no later than the Wednesday prior to the beginning of the next pay period.

2.4. Civilian Personnel Office Employee Relations Section Will: Retain oversight of the AWS program.

2.5. Financial Management Office, Payroll Section Will: Provide advice and assistance on matters relating to timecard submissions relative to this instruction.

Chapter 3

ALTERNATIVE WORK SCHEDULES

3.1. Gliding. Provides for an 8-hour workday, with the ability to select and “flex” or temporarily alter start and stop times in the flexible bands. The lunch period must be a minimum of 30 minutes but may be 45 minutes or 60 minutes. See [Table 3.1](#) for the established workday.

Table 3.1. Established Workday Bands

Shift	Flex Band	Core Start	Lunch Band	Core Stop	Flex Band
Day	0600 – 0900	0900	1100 – 1300	1500	1500 – 1800
Afternoon	1400 – 1600	1600	1830 – 2030	2230	2230 – 2400

3.1.1. Employees may submit a request for a permanent change in their gliding start/stop/lunch times at any time. The approved request must be submitted to the timekeeper NLT the Wednesday prior to pay period the change is to go into effect.

3.1.2. Employees may, with management approval, temporarily alter starting, stopping and lunch times with advance notice inside the pay period (e.g., the previous day).

3.1.3. An employee may have a restricted choice of start/stop time if it is disruptive to the accomplishment of the work center objectives.

3.1.4. Credit hours may be requested by the employee and/or offered by the supervisor but cannot be ordered. Credit hours must be earned before use. Employees schedule the use of credit hours, like annual leave, in advance. Approval for earning and use of credit hours is up to the supervisor based on work center needs. Credit hours should not be earned/burned on a regular and recurring basis.

3.1.5. Credit hours cannot be earned unless it is for work otherwise compensable under the law. Supervisors may require an employee to provide a comment in ATAAPS on a credit hours request as to the nature of the work accomplished for credit.

3.1.5.1. Credit hours can be used or earned while on TDY with supervisor approval but cannot be earned for TDY travel or while attending training.

3.1.5.2. It is the responsibility of both the employee and the supervisor to zero out any credit time prior to employee transfer (to include an on-base transfer), termination, switch to a CWS or default schedule, etc.

3.2. Maxiflex Schedule. Maxiflex is a type of flexible work schedule that may contain hours on fewer than ten workdays in the biweekly pay period and in which a full-time employee has a basic work requirement of 80 hours for the biweekly pay period. The employee may vary the number of hours worked on a given workday or the number of hours each week and may vary start/stop times daily with supervisor approval. For employees who are non-supervisory, non-management officials, or not Boom Operators, their daily work hours are limited to not more than 10 hours per day for the basic work requirement.

3.2.1. Core Hours. Supervisors, management officials, Prevention Specialists, and Boom Operators will observe the set core periods of 1000-1400 Tuesday-Thursday. All other

employees will observe the set core periods of 0900-1500 hours Monday-Thursday. Offices must remain open for customer service purposes between 0800-1500 hours unless the wing commander grants liberal leave.

3.2.2. Lunch Period. Maxiflex employees scheduled with fewer than six (6) hours in a workday are not required to observe a lunch period. Maxiflex employees are required to take a lunch period when scheduled to work six or more hours.

3.2.2.1. Overtime will not be paid when an employee, on his/her own initiative or because of personal preference, chooses to work longer hours during one day or week in order to shorten the length of a subsequent workday or workweek. It is recommended that credit hours or compensatory time not be earned until the employee has accounted for the first 80 hours.

3.2.2.2. If the employee elects to work past 1800 hours or before 0600 hours, the employee is not entitled to night pay (night differential (ND)). If mission dictates an employee be required to work between 1800 hours and 0600 hours, a work schedule change (434 ARW Form 5, *Work Schedule Change*) will be required taking the employee off the Maxiflex schedule and converting them to a Gliding schedule showing the ND hours required to work. An additional work schedule change (434 ARW Form 5) will be required the following pay period returning the employee back to Maxiflex schedule.

3.2.2.3. Employees who infrequently volunteer to perform work on Sunday as part of their 80 hour biweekly pay period are not entitled to Sunday premium pay. Only employees who are regularly scheduled to work on Sunday or are directed to do so by management should code their time to receive Sunday premium pay.

3.2.2.4. Employees who volunteer to perform work on a holiday as part of their 80-hour biweekly pay period are not entitled to holiday premium pay. Only employees who are directed to work by management should code their time to receive holiday premium pay.

3.2.2.5. Maxiflex employees are limited to eight hours of excused time on a holiday and/or base closure days.

3.3. Compressed Work Schedules (CWS). Provides for the 80-hour biweekly work requirement to be completed in less than ten workdays per pay period. In the case of a part-time employee, it is a biweekly basic work requirement of less than 80 hours which is scheduled for less than ten workdays.

3.3.1. A 5/4/9 is a schedule whereby an employee works eight 9-hour days and one 8-hour day per pay period. This provides one additional non-workday per pay period.

3.3.2. A 4/10 is a schedule whereby an employee works four ten hour days per week. This provides one additional non-workday per week.

3.3.3. An employee will request a CWS schedule on with a work schedule change request form (434 ARW Form 5). The work schedule will have the same start/stop times daily with a minimum of a 30-minute duty-free lunch. This schedule will remain in effect until the next "open season".

3.3.4. When an employee on a 5/4/9 or 4/10 is required to travel or participate in a training course where the hours of work are different than the employee's schedule, the supervisor will make adjustments in work hours on a case-by-case basis to the schedule of the TDY location

to obtain 80 hours of work during the pay period. These adjustments will be made in advance of the pay period.

3.3.5. Duty section supervisors will designate start, stop and lunch times for each shift. The supervisor may vary lunch time one hour either way for mission requirements.

Chapter 4

AWS CONDITIONS/REGULATORY RESTRICTIONS

4.1. Alternative Work Schedules Conditions/Regulatory Restrictions:

4.1.1. Employees may be permitted to vary from one schedule to another outside of open season for bona fide personal hardships.

4.1.2. Management has the right to vary tours of duty and to change an employee's scheduled hours of duty for operational requirements; supervisors will give the maximum notice to affected employees.

4.1.3. Overtime and/or compensatory time may be paid to employees (to include wage grade and wage system – WG and WS); regardless of the schedule they are working. Overtime and/or compensatory time requests must be submitted and approved by the Group Commanders. No overtime request is required for compensatory time for travel granted to employees or Title 29 U.S.C. § 203, Fair Labor Standards Act (FLSA) overtime earned for travel.

4.1.3.1. When the need for overtime exists, supervisors may offer credit hours/and or compensatory time IAW the overtime process in the section. When it is a workload that the supervisor does not anticipate and could result in overtime, the offer of credit hours (or compensatory time) will be fair and equitable.

4.1.3.2. If offered credit/compensatory time are refused and management determines overtime will be ordered to complete the work, then overtime procedures will apply. After overtime is ordered to complete the work, a selected employee may elect to receive compensatory time or credit hours in lieu of overtime payment.

4.1.4. If the supervisor cannot approve an employee's requested schedule, the employee and the supervisor discuss possible alternatives. Supervisors will make every reasonable effort to honor an employee's request subject to constraints such as work requirements, mission impact and safety.

4.1.5. CWS employees who are excused on a holiday are credited with eight, nine, or ten hours of excused time, dependent on their schedule for that day. There is no provision in law for the earning of credit hours or compensatory time during the duty day on a holiday. Holiday work during the normal scheduled duty hours must be for holiday premium pay.

4.1.6. Scheduled breaks in the work day in excess of 1 hour will not be permitted (exception is Maxiflex).

Chapter 5

COMPENSATORY TIME FOR TRAVEL

5.1. Compensatory Time for Travel. Compensatory time for travel is earned in accordance with OPM guidance. When compensatory time for travel is performed, supervisors should utilize copies of the travel order, final settlement voucher and detailed itinerary showing travel/meal/personal stops to make the supervisory calculations for the entitlement. The travel order and supervisory calculations/approval are required to be filed with the Time & Attendance records.

JON M. BERGMAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 U.S.C. 6122, *Flexible Schedules: Agencies Authorized to Use*, 19 July 2023

29 U.S.C. § 203, *Fair Labor Standards Act (FLSA)*, 14 June 2023

DAFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 29 August 2023

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFRCMAN 36-104, *Air Reserve Technician Time and Attendance*, 25 January 2023

Prescribed Forms

434 ARW Form 5, *Work Schedule Change (WSC) Form*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFRC—Air Force Reserve Command

AFRCMAN—Air Force Reserve Command Manual

ARB—Air Reserve Base

ARW—Air Refueling Wing

AWS—Alternative Work Schedules

ARWI—Air Refueling Wing Instruction

CC—Commander

CWS—Compressed Work Schedules

DoD—Department of Defense

DAFI—Department of the Air Force Instruction

DCPS—Defense Civilian Payroll System

FLSA—Fair Labor Standards Act

FWS—Flexible Work Schedules

GARB—Grissom Air Reserve Base

HQ—Headquarters

IAW—In Accordance With

ND—Night Differential

NLT—No Later Than

OI—Operating Instruction

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SORN—System of Records Notice

TDY—Temporary Duty

U.S.C—United States Code

WSC—Work Schedule Change

WG—Wage Grade

WS—Wage System

Office Symbols

AFRES—Air Force Reserve

FSS/FSCE—Force Support Squadron Force Support Civilian Employment

FSS/CC—Force Support Commander

Terms

Bona fide—Sincerely; without intention to deceive.

Core Time (GLIDING ONLY)—The designated period during which employees must be present unless on some form of leave.

Credit Hours (FWS ONLY)—Credit hours are performed at the employee's option, with supervisory concurrence. These are hours in excess of the employee's scheduled workday. Under Gliding, credit hours are earned for time worked past the employee's approved scheduled workday, which may include time before or after the shift and weekends. Under Maxiflex, credit hours are those above the 80-hour pay period work requirement. There is no limit other than reasonable and prudent on the total number of credit hours that may be accumulated and used during the pay period. The earning and use of credit hours is in ¼ hour increments, however, no more than 24 credit hours can be carried to the next pay period for full time (80 hrs per pay period) employees. Part time employees (to include student hires) are limited to carry over credit hours equivalent to 25% of their scheduled biweekly hours.

Flex Band (GLIDING ONLY)—That part of the schedule of working hours which employees may choose their time of arrival and departure from the work site with the concurrence of supervision.

Lunch Period—A minimum of (30) minutes is required as a duty-free, non-paid lunch period. (For exception, see negotiated agreement). Under extenuating circumstances, credit hours or compensatory time may be earned, or overtime may be paid for work during the lunch break.

Open Season—The period from 1-15 April and 1-15 October during which employees may request a permanent change in their work schedule or SDO via a work schedule change request (434 ARW Form 5), for all AWS. Approved changes will go into effect the first full pay period in May and November, respectively. Supervisors will respond in writing NLT the Wednesday prior to the pay period the change is to go into effect. Conflicts will be resolved based on SCD-Leave among employees.